



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICIES AND PROCEDURES**

Policy No.: DOC 1.7.1	Subject: VOLUNTEER SERVICES
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 4, and Attachment
Section 7: Citizen Involvement/Volunteers and Internships	Revision Date: Nov. 29, 1999; June 14, 2001; March 15, 2005
Signature: /s/ Bill Slaughter, Director	Effective Date: Nov. 1, 1996

I. POLICY:

It is the policy of the Department of Corrections to use volunteers to provide important ancillary services in its facilities for the benefit of staff and offenders. This policy does not apply to persons designated to serve on boards or advisory councils.

II. IMPLEMENTATION:

This policy underwent annual review in February 2005. The revision allows for limited correspondence between offenders and pre-approved volunteers and only in accordance with established local procedures. This policy will be implemented on the revision date.

III. AUTHORITY:

<i>25-15-112, MCA</i>	<i>Duties and Powers of Department Heads</i>
<i>53-1-202, MCA</i>	<i>Adult and Youth Correctional Services</i>
<i>DOC 1.1.3</i>	<i>Organization and Responsibility</i>
<i>DOC 1.3.4</i>	<i>Employee Selection Guidelines</i>
<i>DOC 3.1.5</i>	<i>Entrance Procedures and Detainment of Non-Offenders</i>

IV. DEFINITIONS:

Advocate/Supporter – A pre-approved person who provides cash donations, gifts, arts and craft supplies, or comparable products or services for offender use or consumption.

Facility Volunteer Coordinator – A qualified Department employee responsible for organizing, monitoring, and managing the program or facility's volunteer program.

Mentor – A volunteer who provides educational assistance, support, or motivation to offenders on an individual or group basis.

Professional Service Volunteer – An individual who provides a volunteer service that requires a certificate or license by state law, such as an attorney, doctor, psychologist.

Short Term or Guest Volunteer – A person who provides volunteer services for a single event or within a limited time frame.

Student Volunteer – An individual who volunteers as part of a recognized academic program and may be referred to as a student volunteer intern.

Volunteer – Any person who has been approved to provide services for Department programs

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without compensation.

Volunteer Group – Two or more individuals working together to achieve a common goal or provide a regular service in response to an identified need, e.g., Alcoholics Anonymous, Prison Fellowship, Homeward Bound and T.E.A.M. Mentoring.

Facility Administrator – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the program or facility's operation and management.

V. PROCEDURAL GUIDELINES:

A. Functions of Volunteer Programs

1. Volunteer programs encourage increased personal contact for offenders, access to community resources, and increased public awareness. Volunteers assist in meeting the needs of staff and offenders by providing a direct service and a valuable contact between correctional programs and the public.
2. Volunteers will not perform duties that are normally performed by paid staff. All racial, ethnic, and social-cultural segments of the community are encouraged to participate in volunteer programs. Recruitment efforts for volunteers typically occur by making contact with potential candidates in the following areas:
 - a) the public or community at large
 - b) the media
 - c) civic organizations
 - d) local educational programs or facilities
 - e) public agencies
 - f) local businesses

B. Program Coordination

Each program or facility that utilizes volunteers will appoint a qualified and trained employee to serve as the program or facility volunteer coordinator. The coordinator will oversee the recruitment, screening, training, and supervision of all volunteer activities. The coordinator will arrange appropriate supervision of all volunteers.

C. Eligibility

Volunteers must meet eligibility requirements and pass screening criteria prior to being approved. Eligibility requirements will include, but are not limited to, the following:

1. Must be 18 years of age or older or be approved by the facility administrator or designee.
2. Must complete and return the required division, facility, or program Volunteer Application Form.

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3. A criminal background check must be completed on all volunteers to confirm that the individual is not currently under supervision, wanted for a criminal offense, or has a criminal history that would warrant disqualification from participation in a Department volunteer program.
4. A volunteer cannot be a member of the offender's immediate family unless authorized by the facility administrator or designee.
5. A volunteer cannot be on the visiting list of an offender at the facility where they are volunteering.
6. Volunteers may not correspond with offenders unless pre-approved by the facility administrator or designee. If approved, an established procedure will be developed by designated facility security and program staff.
7. Individuals previously under the care, custody, or supervision of the Department may be accepted as volunteers on a case-by-case basis, subject to the approval of the facility administrator or designee, and in accordance with *DOC Policy 1.3.4, Employee Selection Guidelines*.
8. The relatives of offenders wishing to serve as volunteers must receive approval from the facility administrator or designee.
9. Individuals may only act in the capacity of a Professional Service Volunteer when they are certified or licensed to do so and only with the written approval of the facility administrator or designee.

D. Training and Supervision

1. Volunteers must be trained on all rules and procedures important to their effective functions, and will receive orientation specific to the area, program, or facility where they will provide services. Each program or facility will address the orientation and supervision of volunteers assigned to work with special classes of offenders, such as the mentally impaired or developmentally disabled. Volunteers must agree to abide by all rules, obligations, and written responsibilities by signing the *Volunteer Service Agreement* (see Attachment).
2. Short-term and guest volunteers may receive an abbreviated orientation of the program or facility policies and procedures; however, the expectations for these volunteers must be clearly stated in writing in every instance.
3. Each facility administrator or designee will ensure that volunteers are provided supervision appropriate to their work settings.

E. Volunteer Transportation

1. Volunteers may travel in, but not drive, Department or assigned government vehicles.
2. Under no circumstances will offenders be transported in the personal vehicles of volunteers.

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3. The facility administrator may authorize pre-approved volunteers in good standing with the facility to provide transportation to adult offenders upon their release from prison.

F. Recognition

Programs or facilities utilizing volunteers are encouraged to provide special recognition for participants who exhibit extraordinary commitment or performance. Recognition can be achieved through recommendations for federal, state, or local awards or local letters of appreciation, institutional recognition events, etc.

G. Termination

An individual volunteer or a volunteer program may be suspended or terminated at any time, with or without cause, by the facility administrator or designee. The volunteer coordinator is responsible to inform effected volunteers of the reasons for termination.

VI. CLOSING:

Questions concerning this policy should be directed to the facility administrator.

Form

Volunteer Service Agreement (Attachment)

DEPARTMENT OF CORRECTIONS

VOLUNTEER SERVICE AGREEMENT

I, _____ (*print name*), do agree to the following conditions of providing volunteer services for the Department of Corrections:

1. I agree to engage only in those assignments or activities that have been assigned or authorized by the volunteer coordinator or student internship supervisor.
2. I will not present myself as a representative or paid employee of the Department.
3. I do not expect to receive monetary compensation for my services.
4. I agree to avoid undue familiarity. If an offender has a problem that is beyond the scope of my position, I will direct the offender to the appropriate agency staff. I will not pursue a relationship with an offender that is outside my assigned responsibility.
5. I agree to bring nothing in or take anything out for any offender except work materials that have been approved by the volunteer coordinator or my student internship supervisor.
6. I will report without delay to the volunteer coordinator or student internship supervisor any condition, activity, or unusual behavior that may be unethical, illegal, dangerous or potentially dangerous.
7. I agree to meet attendance and performance requirements.
8. I understand that I am responsible, and therefore liable, for my own actions, and agree to use due care and caution when providing volunteer or student internship services.
9. I agree not to report for volunteer or student internship activities under the influence of alcohol or drugs.
10. I agree to accept only those assignments and engage in only those activities that have been assigned or authorized and that supplement, but do not supplant, the work of classified Department employees.
11. I understand that offenders under Department jurisdiction have been convicted of felony criminal activity, and that any offender I may have contact with may attempt to take unfair advantage of me. If taken hostage, I understand that the same rules apply to me as to any Department employee.

VOLUNTEER'S SIGNATURE

DATE